



Minutes HISTORY MUSEUM AND LIBRARY ADVISORY BOARD Wednesday, December 3, 2014

Minutes of the HISTORY MUSEUM AND LIBRARY ADVISORY BOARD recorded at 5:30 p.m. on Wednesday, December 3, 2014, within the Tempe Public Library Board Room, 3500 S. Rural Road, Tempe, AZ.

(MEMBERS) Present:

Paul Hubbell
David Huizingh
Patricia (Trish) DeGraaf
Nicolle (Nikki) Gusz
Mary O'Grady
Virginia (Ginny) Sylvester (Vice-Chair)
John Linda
Shirley McKean
Johnny Tse
James (Jim) Schoenwetter

(MEMBERS) Not Present:

Jennifer Wagner (Chair)
Ann Lynn DiDomenico

City Staff Present:

Barbara Roberts, Deputy Community Services Director, Library & Cultural Services Division
Tracy Gray, Library Manager, Library and Cultural Services Division
Carlos E. Bejarano Jr., Library Specialist, Library and Cultural Services Division

General Public Present:

Anne Chandler, Liaison for the Tempe Historical Society

Agenda Item 1 - Call to Order

- Virginia (Ginny) Sylvester called the meeting to order at 5:32 p.m.

Agenda Item 2 - Call to the Audience

- None

Agenda Item 3 - Approval of the November 5, 2014, History Museum and Library Advisory Board Meeting Minutes Document - ACTION

MOTION: John Linda moved to approve the November 5, 2014, History Museum

- and Library Advisory Board meeting minutes document as amended: (November 5, 2014, History Museum and Library Advisory Board Meeting Minutes page two: "764 students enrolled for the fall class" amended to "764 students enrolled in fall classes"). (November 5, 2014, History Museum and Library Advisory Board Meeting Minutes page three: "history Tempe History Museum" amended to "Tempe History Museum").
- SECOND: Patricia (Trish) DeGraaf seconded.
- DECISION: November 5, 2014 History Museum and Library Advisory Board meeting minutes document approved as amended.

Agenda Item 4 – Friends of the Library Tempe Public Library Report:

- None

Agenda Item 5 – Tempe Historical Society Report:

- Anne Chandler updated the board on the status of the Tempe Historical Society:
 - The Larry Campbell Tree of Lights reception will take place on Sunday, December 7 from 3:00 to 5:00 p.m. in the Tempe History Museum lobby. The Tempe Historical Society is partnering with the Friends of the Tempe Public Library and the Veteran's Oral History Project to put on this event. Some vendors have pulled back support but Paradise Bakery, Honeymoon Sweets, and Starbucks are still providing food and coffee.
 - Hayden's Ferry Day has been moved to the spring of 2016 and will take place in the plaza between the Library, History Museum and Vihel Center.
 - Mini-committees will be formed after the holidays to focus on membership and fundraising.
 - The Policy Procedure and Accessions committee is waiting to meet until after the new Museum Manager Brenda Abney has arrived.
 - Pick and Holler musical group concert will take place on Friday, December 5 at 7:00 p.m. in the Museum program room.

Agenda Item 6 – Museum and Library Report:

- Museum Report - Barbara Roberts announced to the board:
 - The new Museum Director Brenda Abney will start on December 15.
 - Starting December 6, John Nesbitt will run the Danish Christmas at the Petersen House tours on Saturdays 10:00 a.m. to 3:00 p.m. and Sundays 1:00 p.m. to 4:00 p.m.
 - The yearlong Tempe Sound exhibition opened with 700 people in attendance.
 - The History Museum's next exhibit will be about Legend City.
 - Barbara Roberts talked about the Museum's November use statistics. The statistics show that events draw people to the museum while day to day attendance is low.
 - Nicolle (Nikki) Gusz asked if increasing the hours might help attendance and what is the biggest deterrent to changing hours. Barbara Roberts stated that the lack of sufficient staff is the main deterrent to increasing hours.
 - Nicolle (Nikki) Gusz asked what the Library's busiest times are. Tracy Gray stated the busiest times in the library are during children's storytimes and Tuesdays and Wednesdays after 3:00 p.m.
 - Mary O'Grady asked how many teenagers were in the foot traffic to the Tempe Sound exhibition. Barbara Roberts stated there was no head count by age, but that it was an event that did attract teens.

- Patricia (Trish) DeGraaf asked how much it costs to reserve the Museum conference room. She was referred to the Museum's website where the fees are listed.
- Division Report - Barbara Roberts announced to the board:
 - Community Services submitted multiple grant applications to local Tribes. After a slow start, several were approved for the full amounts requested. College Connect and the Tempe Tardeada received grant approval. The Library received two grants: one to purchase online tutoring software and e-books, and the other to create online instructional videos. The grants were from the Salt River Pima Maricopa Indian Community.
 - Virginia (Ginny) Sylvester asked about the online tutoring. Barbara stated that the tutoring will involve people in real time help. Tracy Gray stated that students will be able to submit essays for review.
 - Virginia (Ginny) Sylvester asked if a library card is used to log in. Tracy Gray stated that the library card number will be used to access tutoring the same way other electronic resources offered by the Tempe Public Library are accessed.
 - Construction is coming to the Library campus. Offices will be built in the Vihel Center to house Kid Zone. Housing and Homeless outreach will then move to the second floor of the Library building.
 - The Homeless Outreach coordinator will move into an office to be constructed on the Library's main floor near the North entrance.
 - Before the end of December there will be Americans with Disabilities Act (ADA) construction at the staff entrance which will close the outside book drop for a week.
- Library Report - Tracy Gray announced to the board:
 - The Food for Fines program ended on November 30, but the Library will not turn patrons away that bring in food for fines in the month of December. There is a large collection of food in the shelf maintenance work area.
 - The Food for Fines gift basket raffle took place on December 1.
 - Library Supervisor Lee Ann Mueller held a sock drive for the homeless. Community Services staff were asked to donate new white socks.
 - The Library Spirit Committee has been busy coming up with events to involve staff and create a fun work environment.
 - The Friday Fun Factory will be held on Friday, December 5 from 6:30 p.m. to 9:00 p.m. It is an all age's event. Library staff will participate.
 - Library staff presented at the Arizona Library Association (AzLA) conference that took place on November 12, 13, and 14 in Fountain Hills. It was a joint conference with the Mountain Plains Library Association (MPLA).
 - The State Library of Arizona is offering free e-books that are about Arizona or by Arizona authors.
 - The Tempe Public Library is hiring a Library Systems Specialist and has received 27 applications.
 - The Tempe Public Library's Winter Extraordinaire takes place on December 20 from 10:00 a.m. to 12:00 p.m. There will be crafts and stories at this all age's event.
 - The Winter Reading Program has started.
 - Tracy Gray read a compliment card written for staff member Althea Pergakis.
 - Anne Chandler asked if Althea knew about the compliment. Tracy Gray replied yes.

- Tracy Gray stated that she is looking into engaging ways to present statistics. Tracy G. stated that in September 2014, 54 more people a day visited the library than in September 2013.
- Tracy Gray stated that the Connections Café made a profit for the first time in November.
- 4,279 people attended programs in the library in September. That is up 18% increase over 2013.
- There were 130 programs offered
- Tracy Gray reported that the library answered 15,346 questions in September. This excludes calls to the library that 311 answer.
 - Virginia (Ginny) Sylvester asked if the Answer Desk was present in September. Barbara Roberts and Tracy Gray stated yes.
 - David Huizingh stated that the current location of the Answer Desk has had a huge impact on how much it is used. The old location of the reference desk by the quiet room was out of view and lightly used.
 - John Linda asked what the most common question is. Tracy Gray stated that most common questions asked by the public are where the book-drop is and where Social Services is located.
- Barbara Roberts reported that Board reappointments would go before the City Council on Thursday, December 4. Nicolle (Nikki) Gusz, Mary O'Grady, David Huizingh, and Jennifer Wagner all expressed interest in staying on the Board for another term and are being recommended for appointment.
 - David Huizingh asked where the special meeting on December 18, 2014 with the arts and culture consultants will be held. Barbara Roberts stated that the meeting will be held at the Tempe Center for the Arts 201 Lounge.

Agenda Item 7 – Approval of the Tempe Public Library Confidentiality Policy - ACTION

- Tracy Gray reported that library policies were being updated when the city attorney noted the word 'ebooks' needed to be inserted due to a state statute.
 - David Huizingh noted that it was interesting that no other e-media was included or noted in the state statute.
 - Virginia (Ginny) Sylvester asked if this included specific computer usage. Tracy Gray stated that a court order is still required for that information.
 - Mary O'Grady asked if this was a quote from the new statute. Tracy Gray stated yes, that we needed the new language to be included in the library's confidentiality policy.

MOTION: Paul Hubbell moved to approve the Tempe Public Library Confidentiality Policy.

SECOND: David Huizingh seconded.

DECISION: The Tempe Public Library Confidentiality Policy is approved. James (Jim) Schoenwetter abstained.

Agenda Item 8 – Board Member reports

- The Board members reported on their secret shopper experiences:
 - Mary O'Grady got a library card and stated it was a great experience. Staff was very helpful and professional.
 - Shirley McKean felt that it was very easy to get around in the library and library employees were very helpful.

- Nicolle (Nikki) Gusz visited the library and Café and had a good experience. Nicolle G. suggested that the Café get some more healthy food options.
- Patricia (Trish) DeGraaf visited the bookstore and was impressed with the staff interaction with the public.
- Virginia (Ginny) Sylvester noted the volunteers in the Bookstore were talking amongst themselves.
- Nicolle (Nikki) Gusz asked if there is any crossover of the items sold at the Friends of the Tempe Public Library Bookstore and the History Museum's gift shop. Barbara Roberts stated this sounds like a great idea, but that items in the History Museum's gift shop are purchased by the city, and the bookstore items are purchased by the Friends of the Tempe Public Library.
- Anne Chandler stated that they have received board games as donations for sale in the Friends of the Tempe Public Library Bookstore.
- Johnny Tse asked if there was any thought into having a kid's Comic-Con at the library. Tracy Gray stated that there a mini-Con will be held at the library in mid-January.
- Barbara Roberts thanked everybody for their feedback.

Agenda Item 9 – Board Review of the Tempe Sound Exhibit opening at the Museum

- The Tempe Sound Exhibit opening was discussed in Barbara Robert's Museum Report.

Agenda Item 10 – Library Strategic Planning Process and Calendar - DISCUSSION

- Barbara Roberts announced to the Board:
 - The strategic planning process will be a quick and relevant process to come up with a two to three year plan.
 - The first meeting to draft a new mission statement will take place in the Connections Café classroom from 8:00 a.m. to 12:00 p.m. on December 18.
 - The plan will be made in one to two days and input is important.
 - Several Board members expressed interest in participating.
 - Once the mission statement is drafted, a one to two day planning session will be held to draft a 2-3 year plan. The dates for those meetings are yet to be set.

Agenda Item 11 – Board Member's Announcements

- Patricia (Trish) DeGraaf announced that Monti's La Casa Vieja closed and would be auctioning off items. Barbara Roberts stated that Museum Curators Joshua Roffler and Jared Smith had visited the restaurant and tagged items that will be donated to the Museum's collection for a future exhibit.

Agenda Item 12 - Adjournment

- Vice-chair Virginia (Ginny) Sylvester adjourned the meeting at 6:43 PM.

The next meeting date and location of the History Museum and Library Advisory Board is Wednesday, January 7, 2014 at 5:30 PM in the Tempe History Museum Board room.

Prepared by: Carlos E. Bejarano Jr.
Reviewed by: Tracy Gray and Barbara Roberts